

ORDINANCE NO. ____

**AN ORDINANCE AMENDING SECTIONS 2.11.010, 2.11.020 and
2.11.030 OF THE COUNTY CODE**

The Board of Supervisors of the County of San Luis Obispo, State of California, does ordain as follows:

SECTION 1: Section 2.11.010 **Office and department created** of the County Code shall be amended as follows:

2.11.010 – Office and department created.

The San Luis Obispo County general services department and the office of director of general services are hereby established. The department shall be administrated by the director of general services who shall perform the duties required by Section 2.11.030 and shall possess the qualifications and experience required by Section 2.11.020. The director of general services shall also act as the purchasing agent pursuant to Chapter 2.36 of this county code. The director of general services shall be appointed by, and serve at the will and pleasure of the county administrator at a salary to be set by the board.

SECTION 2: Section 2.11.020 **Qualifications of the general services agency director** of the County Code shall be amended as follows:

2.11.020 – Qualifications for director of general services.

The director of general services shall possess a combination of training, education, and experience that provides the knowledge, skills, abilities and competencies necessary for the successful management of the general services department. Typically s/he shall have graduated from an accredited four-year college or university with a bachelor's degree in construction management, business administration, public administration or a related field and have five years of management experience with a public sector agency, construction management, building facilities or architectural services organization.

SECTION 3: Section 2.11.030 **Duties of general services agency director** of the County Code shall be amended as follows:

2.11.030 – Duties of director of general services.

The director of general services shall generally advise, assist, and be responsible to the county administrator for the proper and efficient management of the county general services department and shall:

- (a) Plan, organize, and direct the activities of the general services department including but not limited to building and facilities maintenance, architectural services, fleet services, purchasing and property management;
- (b) Represent the county before public and private groups, professional associations and public agencies in matters related to the general services department;
- (c) Oversee the preparation and administration of the general services department budget;
- (d) Act as the purchasing agent pursuant to Chapter 2.36 of this county code;
- (e) Supervise and evaluate the performance of assigned staff and oversee all personnel matters, including hiring, reassignments, discipline and separation of employees as appropriate.

SECTION 4: This ordinance shall take effect and be in full force and effect thirty (30) days after its passage; and before the expiration of fifteen (15) days after passage of this ordinance, it shall be published once with the names of the members of the Board of Supervisors voting for and against the ordinance in The Tribune, a newspaper of general circulation published in the County of San Luis Obispo, State of California.

INTRODUCED at a regular meeting of the Board of Supervisors held on the ____ day of ____, 2014, and PASSED and ADOPTED by the Board of Supervisors of the County of San Luis Obispo, State of California on the ____ day of ____, 2014, by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:


Chairperson of the Board of Supervisors
County of San Luis Obispo, State of California

ATTEST:

County Clerk and Ex-Officio Clerk
Of the Board of Supervisors, County
Of San Luis Obispo, State of California

[SEAL]

ORDINANCE CODE PROVISIONS APPROVED
AS TO FORM AND CODIFICATION:


RITA L. NEAL
County Counsel

Dated: September 12, 2014